

## EPA Official Record

**Mail ID:** ff8cfdabeee7443fbe29afdbb18731bc

**From:** Aoyama, Joyce

**To:** Prezyna, Ann

**Delivered Date:** 12/24/2013 03:06 PM EST

**Subject:** RE: Destruction forms

**Attachment:** In-House Records Destruction Form ORC page 2 AEP 030a1 12-24-13.docx [30 KB]

Ok, here's #3! I'll be back after lunch.

Thank you,

Joyce Aoyama  
Regional Records Manager  
ASRC Primus Solutions  
U.S. EPA-Region 10, CON-078  
(206) 553-2595 voice; (206) 553-0714 fax

**From:** Prezyna, Ann  
**Sent:** Tuesday, December 24, 2013 11:40 AM  
**To:** Aoyama, Joyce  
**Subject:** RE: Destruction forms

Joyce,

Here is the third form. I named myself as custodian and authorizing official since I oversee these types of files and Mercer St. Peter, who would have been the custodian, has retired. Thank you.

Ann  
3-1023

**From:** Aoyama, Joyce  
**Sent:** Tuesday, December 24, 2013 10:33 AM  
**To:** Prezyna, Ann  
**Subject:** RE: Destruction forms

Ann,

Here are 2 forms for you to sign. I wasn't sure if you were the Custodian or Authorizing Official so I left those blank. When I looked at the email again, two were the same FOIA forms. Please resend the 3<sup>rd</sup> one. I don't know what happened, maybe I somehow overwrote one of the forms?

Thank you,

Joyce Aoyama  
Regional Records Manager  
ASRC Primus Solutions  
U.S. EPA-Region 10, CON-078  
(206) 553-2595 voice; (206) 553-0714 fax

**From:** Prezyna, Ann  
**Sent:** Monday, December 23, 2013 2:47 PM  
**To:** Aoyama, Joyce  
**Subject:** Destruction forms

Hi Joyce,

Thanks for your message. Here are draft in-house destruction forms for your review and input. Thank you.

Ann  
3-1023